



STATE OF TENNESSEE
DEPARTMENT OF INTELLECTUAL AND DEVELOPMENTAL DISABILITIES
ANDREW JACKSON BUILDING, 15TH FLOOR
500 DEADERICK STREET
NASHVILLE, TN 37243

MEMORANDUM

MEMO# - 0162

DATE: October 20, 2011
TO: Regional Directors
FROM: James M. Henry, Commissioner *JM Henry*
SUBJECT: # P- 008 B Personal Funds Management Clarification

This memo provides clarification about Policy # -008B Personal Funds Management. The following section E.2.h., second paragraph, last sentence has been revised for clarity:

"If the service recipient is not competent to enter into the agreement with the provider, there must be a signed written agreement between the provider and the service recipient's conservator or legal representative, if applicable, describing the loan amount and the repayment plan as described above."

The phrase "if applicable" has been added because each conservatorship is specific to the individual and their needs. The conservatorship document must indicate that the conservator has authority to make decisions in financial matters and enter into an agreement on the individual's behalf.

Please distribute this memo to your staff, to all Support Coordination agencies and other service providers.

JMH: krd